



Human Resources

Phone: 530-938-5317

Fax: 530-938-5380

December 15, 2017

NOTICE OF DATA BREACH

WHAT HAPPENED: On December 13, 2017, Siskiyou Joint Community College District received email notice that First Capitol Consulting, Inc. had inadvertently disclosed District sensitive information to another client, Ramapo Communication Corporation. The information went to only one employee at Ramapo Communication Corporation. The Ramapo Communication Corporation employee removed the information from Ramapo Communication Corporation files and destroyed any copies. The Ramapo Communication Corporation employee has also signed a certification that he removed the information regarding Siskiyou Joint Community College District from his computer and the information did not download the information to his company's servers. Additionally, the employee certified that he did not write down or photocopy any of the information or retain it in anyway. Ramapo Communication Corporation has cooperated in returning and destroying the information. Please note that this incident was not criminal in nature, but an unfortunate accident.

WHAT INFORMATION WAS INVOLVED: The data included sensitive employer and employee information including employer identification

numbers, social security numbers, addresses, dates of birth, payroll information, and job positions.

WHAT ARE WE DOING: First Capitol Consulting contacted Ramapao Communication Corporation to ensure that the information was contained and destroyed. First Capitol Consulting, Inc. has told us that Ramapo Communication Corporation has cooperated fully. Again, all information has been removed from the Ramapo Communication Corporation.

WHAT CAN YOU DO: You can contact the three major credit bureaus regarding this notice of breach. Contact information is:

- Equifax (CBI) P.O. Box 740249, Atlanta, GA 30374;
(800) 685-1111
- Experian (TRW) (888) 397-3742
- Trans-Union 555 W. Adams, Chicago, IL 60661;
(800) 916-8800

FOR MORE INFORMATION: Human Resources at 530.938.5317